

Subsidized Guardianship Initial Determination & Case Creation

Note: Assignment to the family case is needed in order to document work (except for imaging).

Note: **DO NOT** close the Out of Home Placement under the family case as this will prevent deactivation and not allow the Subsidized Guardianship case to be created.

Introduction

Establishing Subsidized Guardianship for a child consists of multiple steps; from the documentation of initial eligibility to Subsidized Guardianship case creation, and includes continued program eligibility determination(s) and documentation. The following guide addresses the Initial Subsidized Guardianship Eligibility determination on the family case through the deactivation and creation of the child's Subsidized Guardianship case.


Related User Guides:

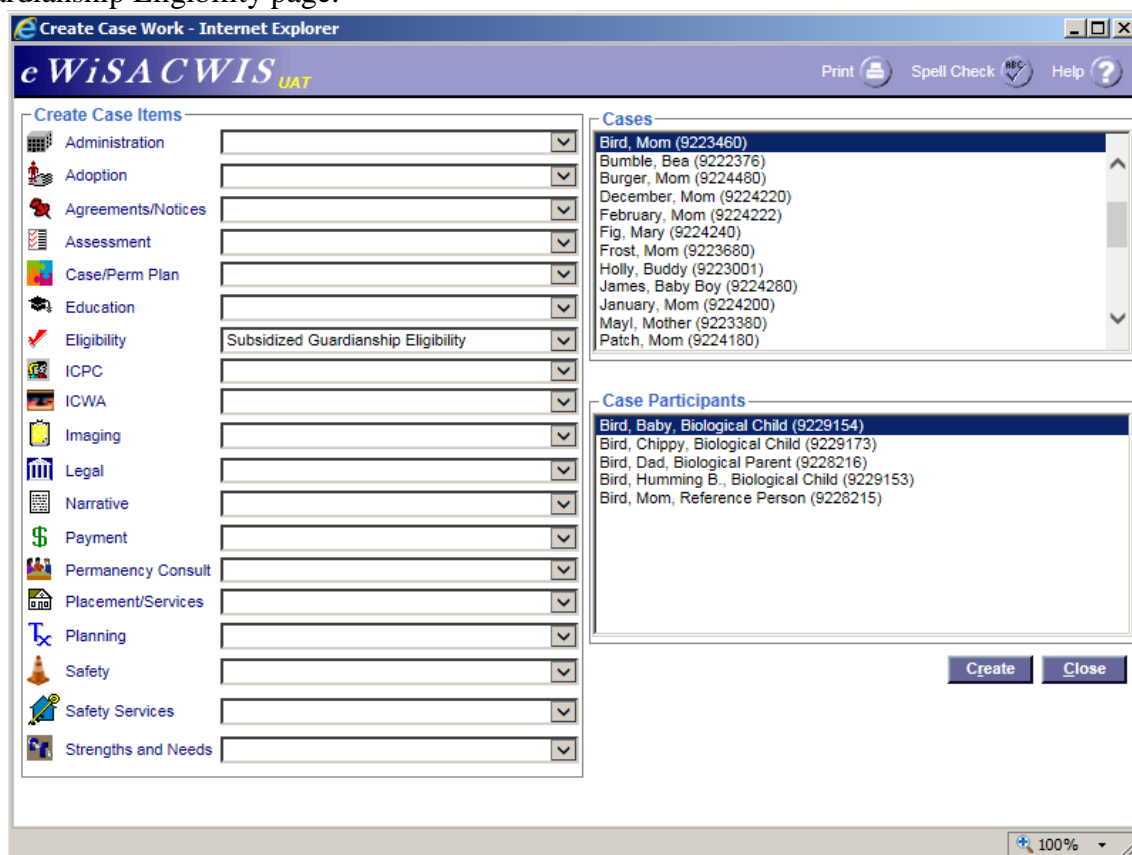
[Reopening a Subsidized Guardianship Agreement Ended in Error](#)

[Subsidized Guardianship Amended Agreement](#)

[Subsidized Guardianship Continued Eligibility and Related Notices and Decisions](#)

Documenting an Initial Subsidized Guardianship Determination

1. From the desktop, select Create > Case Work or click the Case Work button  to open the Create Case Work page.
2. On the Create Case Work page, go to Eligibility and select 'Subsidized Guardianship Eligibility' from the drop-down. Select the case and participant and click Create to open the Subsidized Guardianship Eligibility page.



Create Case Work - Internet Explorer

WiSACWIS UAT

Print Spell Check Help

Create Case Items

- Administration
- Adoption
- Agreements/Notices
- Assessment
- Case/Perm Plan
- Education
- Eligibility: Subsidized Guardianship Eligibility
- ICPC
- ICWA
- Imaging
- Legal
- Narrative
- Payment
- Permanency Consult
- Placement/Services
- Planning
- Safety
- Safety Services
- Strengths and Needs

Cases

- Bird, Mom (9223460)
- Bumble, Bea (922376)
- Burger, Mom (9224480)
- December, Mom (9224220)
- February, Mom (9224222)
- Fig, Mary (9224240)
- Frost, Mom (9223680)
- Holly, Buddy (9223001)
- James, Baby Boy (9224280)
- January, Mom (9224200)
- Mayl, Mother (9223380)
- Patch, Mom (9224180)

Case Participants

- Bird, Baby, Biological Child (9229154)
- Bird, Chippy, Biological Child (9229173)
- Bird, Dad, Biological Parent (9228216)
- Bird, Humming B., Biological Child (9229153)
- Bird, Mom, Reference Person (9228215)

Create Close

3. Click Insert on the Eligibility History tab of the Subsidized Guardianship Eligibility page to open and create the Initial Subsidized Guardianship Eligibility Determination.

Subsidized Guardianship Eligibility - Windows Internet Explorer

eWiSACWIS UAT

TM Print Spell Check Help

Child Information

Child Name: [Bird, Baby \(9228471\)](#) DOB: 06/26/2011 Age: 2

Eligibility History Notices and Decisions Template History

History

Date	Type	Eligibility Status	Override Decision	Decision Date
------	------	--------------------	-------------------	---------------

☐ View Not Approved/Made in Error

Insert Save Close

100%

4. On the Subsidized Guardianship Eligibility Determination page, select 'Initial' from the Type of Determination drop-down and enter an Effective Date.

Subsidized Guardianship Eligibility Determination -- Webpage Dialog

Child Information

Child Name: [Bird, Baby \(9228471\)](#) DOB: 06/26/2011 Age: 2

Type of Determination: **Initial** Effective Date: Eligibility Status: Pending

Child Eligibility

Question 1: ☐ Yes ☐ No

Has the child been placed pursuant to a voluntary placement agreement under s. 48.63 or under a court order containing a finding that continued placement of the child in his or her home would be in the child's best interests?

Initial

Describe.

[More...](#) [Less...](#) [Default](#)

Question 2: ☐ Yes ☐ No

Has reunification and adoption been determined not to be appropriate permanency options for the child?

Describe the efforts made to reunify the child and the determination that reunification is not in the child's or Indian child's best interests.

[More...](#) [Less...](#) [Default](#)

Describe the steps taken to determine that adoption is not in the child's or Indian child's best interests and the reasons why adoption is not being pursued. Include the efforts made to discuss adoption with the child's prospective guardian as a more permanent alternative to guardianship and, in the case of a relative foster parent who has chosen not to pursue adoption, documentation of the reasons why.

Options: [Go](#) [Save](#) [Close](#)

5. Make the appropriate Yes or No selection for each question. Associated narrative text fields are only required when a question is answered Yes.

Subsidized Guardianship Eligibility Determination -- Webpage Dialog

eWiSACWIS UAT TM Print Spell Check Help ?

Child Information

Child Name: Bird_Baby (9228471) DOB: 06/26/2011 Age: 2

Type of Determination: Initial Effective Date: 02/01/2014 Eligibility Status: Pending

Child Eligibility

Question 1:

☒ Yes ☐ No Has the child been removed from his or her home pursuant to a voluntary placement agreement under s. 48.63 or under a substantially similar tribal law or under a court order containing a finding that continued placement of the child in his or her home would be contrary to the welfare of the child?

Describe.

Describe...

[More...](#) [Less...](#) [Default](#)

Question 2:

☒ Yes ☐ No Has reunification and adoption been determined not to be appropriate permanency options for the child?

Describe the efforts made to reunify the child and the determination that reunification is not in the child's or Indian child's best interests.

Describe...

[More...](#) [Less...](#) [Default](#)

Describe the steps taken to determine that adoption is not in the child's or Indian child's best interests and the reasons why adoption is not being pursued. Include the efforts made to discuss adoption with the child's prospective guardian as a more permanent alternative to guardianship and, in the case of a relative foster parent who has chosen not to pursue adoption, documentation of the reasons why.

Describe...

Options: [Go](#) [Save](#) [Close](#)

Note: If the child is not an Indian child, Question 3 will be ignored when determining the Subsidized Guardianship eligibility status.

Note: If the child is under the age of 14, Question 6 will be ignored when determining the Subsidized Guardianship eligibility status.

6. Once all of the questions are answered, click Save. The Eligibility Status will be updated to either 'Eligible' or 'Not Eligible.'

The image displays two screenshots of the 'Subsidized Guardianship Eligibility Determination' web application. The top screenshot shows the 'Eligibility Status: Pending' circled in red. The bottom screenshot shows the 'Eligibility Status: Eligible' circled in red, with a red arrow pointing from the 'Pending' status to the 'Eligible' status. Both screenshots show the 'Child Information' section with 'Child Name: Bird, Baby (9228471)', 'DOB: 06/26/2011', and 'Age: 2'. The 'Type of Determination' is set to 'Initial' and the 'Effective Date' is '02/01/2014'. The bottom screenshot also shows the 'Child Eligibility' section with questions 1 and 2.

Child Information
Child Name: Bird, Baby (9228471) DOB: 06/26/2011 Age: 2

Type of Determination: Initial Effective Date: 02/01/2014 Eligibility Status: Pending

Question 1: Is the prospective guardian a relative as defined by s. 48.02(25), Wis. Stats. or does he/she have a "like-kin" relationship with the child or the child's family? A "like-kin" relationship is an individual who does not meet the relative definition under s. 48.02(15), Wis. Stats. and has an existing family-like relationship with the child or the child's family prior to the child's entry into out-of-home care placement, who has a significant emotional connection to the child and the individual. If yes (choose one):

☐ The relative is the [] of the child on the [] side of the family.

☒ The "like-kin" relationship is with: both the child and his/her parent(s)

Describe the "like-kin" relationship.
Describe...
[More... Less... Default](#)

Question 2: Has the prospective guardian been child?
☒ Yes ☐ No

Question 3: Does the prospective guardian demonstrate?
Describe...
[More... Less... Default](#)

Appeals Override Determination

Options: []

Child Eligibility

Question 1: Has the child been removed from his or her home pursuant to a voluntary placement agreement under s. 48.63 or under a substantially similar tribal law or under a court order containing a finding that continued placement of the child in his or her home would be contrary to the welfare of the child?
☒ Yes ☐ No
Describe...
Describe...
[More... Less... Default](#)

Question 2: Has reunification and adoption been determined not to be appropriate permanency options for the child?
☒ Yes ☐ No
Describe the efforts made to reunify the child and the determination that reunification is not in the child's or Indian child's best interests.
Describe...
Describe...
[More... Less... Default](#)
Describe the steps taken to determine that adoption is not in the child's or Indian child's best interests and the reasons why adoption is not being pursued. Include the efforts made to discuss adoption with the child's prospective guardian as a more permanent alternative to guardianship and, in the case of a relative foster parent who has chosen not to pursue adoption, documentation of the reasons why.
Describe...
Describe...
[More... Less... Default](#)

Options: [] [Go](#) [Save](#) [Close](#)

Note: If the Eligibility Status remains as 'Pending' after save, check that all questions and associated information have been entered.

- After the Eligibility Status has been updated, select the 'SG Eligibility Determination and Permanency Plan Addendum' from the Options drop-down on the bottom of the page and click Go to launch the template. Most information prefills from the Eligibility Determination. Once complete, print the template. Click Close and Return to eWiSACWIS to return to the Subsidized Eligibility Determination page.

File eWiSACWIS

Print Cut Copy Paste Zoom Spell Check Copy From Bookmarks Close and Return to eWiSACWIS

Subsidized Guardianship Eligibility Determination and Permanency Plan Addendum

Today's Date 02/01/2014	Name - Agency Agency Name	
Name - Child (Last, First, MI) Bird, Baby		Birthdate - Child 06/26/2011
Name - Mother (Last, First, MI) Bird, Mom	Telephone Number (Home) (123)232-1212	Telephone Number (Work)
Address - Mother (Street, City, State, Zip Code) 122 Cardinal Way, Ashland, WI 54806		
Name - Father (Last, First, MI) Bird, Dad	Telephone Number (Home) (123)232-1212	Telephone Number (Work)
Address - Father (Street, City, State, Zip Code) 122 Cardinal Way, Ashland, WI 54806		

CHILD ELIGIBILITY

Yes No

☒ ☐ Has the child been removed from his or her home pursuant to a voluntary placement agreement under s. 48.63 or under a substantially similar tribal law or under a court order containing a finding that continued placement of the child in his or her home would be contrary to the welfare of the child? If yes, describe below.
Describe...

☒ ☐ Has reunification and adoption been determined not to be appropriate permanency options for the child?
Describe the efforts made to reunify the child and the determination that reunification is not in the child's or Indian child's best interests.
Describe...

Describe the steps taken to determine that adoption is not in the child's or Indian child's best interests and the reasons why adoption is not being pursued. Include the efforts made to discuss adoption with the child's prospective guardian as a more permanent alternative to guardianship and, in the case of a relative foster parent who has chosen not to pursue adoption, documentation of the reasons why.
Describe...

Describe the reasons why a subsidized guardianship arrangement is in the child's or Indian child's best interests. Include the ability of the proposed guardian to manage the relationship and contact with the child's parent(s).
Describe...

☒ ☐ For an Indian child, have placement preferences in accordance with WICWA been followed including notice sent to the tribe as required? If applicable, describe how the subsidized guardianship meets the requirements for placement preference under s. 48.028(7)(b), Wis. Stats.
Describe...

8. Next, send the Eligibility Determination for approval by selecting 'Approval' from the Options drop-down and clicking Go. On the Approval History page, select the Approve radio button and click Continue to return to the Subsidized Guardianship Eligibility Determination page. Click Save on the Subsidized Guardianship Eligibility page to send the determination for approval.

Subsidized Guardianship Eligibility - Windows Internet Explorer

eWiSACWIS UAT TM Print Spell Check Help

Child Information
 Child Name: [Bird, Baby \(9228471\)](#) DOB: 06/26/2011 Age: 2

Eligibility History Notices and Decisions Template History

History

Date	Type	Eligibility Status	Override Decision	Decision Date	
02/01/2014	Initial	Eligible			View

☐ View Not Approved/Made in Error

100%

Note: Prior to supervisor approval a determination is available to [Edit](#). Once approved, a [View](#) hyperlink appears to view the Subsidized Guardianship Eligibility information associated with that determination.

9. Click Close on the Subsidized Guardianship Eligibility page to return to the desktop.
10. Upon approval, a [Subsidized Guardianship Eligibility](#) hyperlink displays for the child under the Eligibility section on the family case and reflects the appropriate status; 'Eligible' or 'Not Eligible'.

[Bird, Mom \(9223460 \)](#) [Actions](#)

CPS Family - Ongoing 06/22/2013 Supervisor, Test Ashland - Ashland 122 Highland Ave , Ashland, WI 54806

Access Reports

Assessment

Assets and Income

Assignment

Eligibility


[Medicaid Eligibility Determination 10/25/2013 Bird, Kid Pending](#)

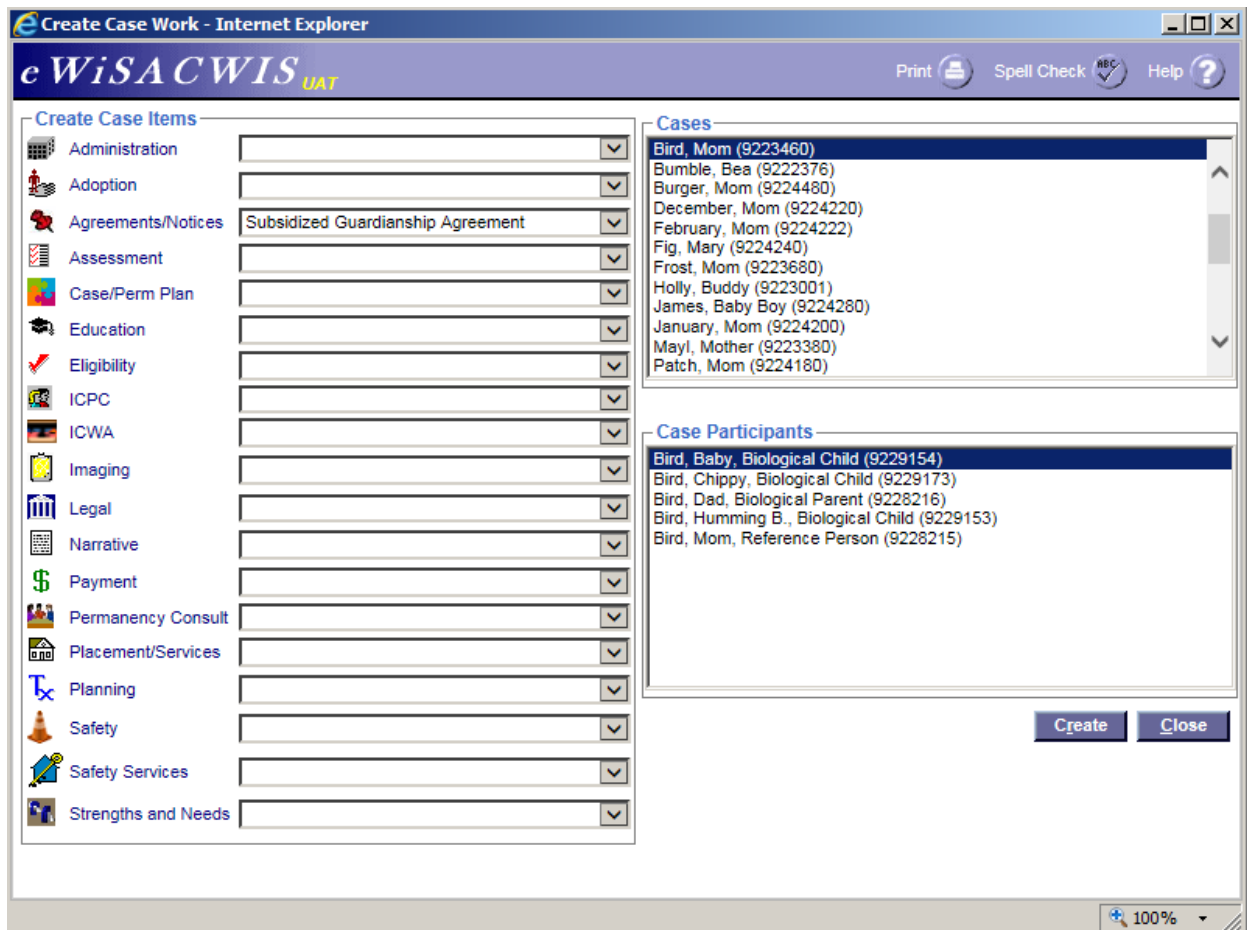
[Subsidized Guardianship Eligibility 02/01/2014 Bird, Baby Eligible](#)

Creating a Subsidized Guardianship Agreement

Note: The Eligibility Status of the Initial Subsidized Guardianship Eligibility Determination must be 'Eligible' in order to create the agreement.

Note: The agreement can only be created in a) the case that houses the Out of Home Placement and b) only if a CANS and Foster Care Rate (except Level 1) are completed and approved for that Out of Home Placement.

1. From the desktop, select Create > Case Work or click the Case Work button  to open the Create Case Work page.
2. On the Create Case Work page, select 'Subsidized Guardianship Agreement' from the Agreements/Notices drop-down. Select the Case and Participant and click Create to open the Subsidized Guardianship Agreement page.



The screenshot shows the 'Create Case Work - Internet Explorer' window. The title bar indicates the browser is Internet Explorer. The page header includes the 'eWiSACWIS UAT' logo and navigation links for Print, Spell Check, and Help. The main content area is divided into two panes. The left pane, titled 'Create Case Items', contains a list of categories with corresponding icons and dropdown menus. The 'Agreements/Notices' category is selected, showing 'Subsidized Guardianship Agreement'. The right pane, titled 'Cases', displays a list of cases with their names and IDs. The 'Case Participants' section below it lists participants for the selected case, including 'Bird, Baby, Biological Child (9229154)' and 'Bird, Mom, Reference Person (9228215)'. At the bottom right of the right pane are 'Create' and 'Close' buttons. The status bar at the bottom shows a zoom level of 100%.

Category	Selected Item
Administration	
Adoption	
Agreements/Notices	Subsidized Guardianship Agreement
Assessment	
Case/Perm Plan	
Education	
Eligibility	
ICPC	
ICWA	
Imaging	
Legal	
Narrative	
Payment	
Permanency Consult	
Placement/Services	
Planning	
Safety	
Safety Services	
Strengths and Needs	

Cases
Bird, Mom (9223460)
Bumble, Bea (9222376)
Burger, Mom (9224480)
December, Mom (9224220)
February, Mom (9224222)
Fig, Mary (9224240)
Frost, Mom (9223680)
Holly, Buddy (9223001)
James, Baby Boy (9224280)
January, Mom (9224200)
Mayl, Mother (9223380)
Patch, Mom (9224180)

Case Participants
Bird, Baby, Biological Child (9229154)
Bird, Chippy, Biological Child (9229173)
Bird, Dad, Biological Parent (9228216)
Bird, Humming B., Biological Child (9229153)
Bird, Mom, Reference Person (9228215)

- Enter information for the Subsidized Guardianship Agreement. The agreement is divided into the following group boxes: Agreement Information, Supplemental Rate, and Payment Information. The following describes both pre-filled and user entered fields for each group box.

eWiSACWIS UAT TM Print Spell Check Help

Agreement Information

Case Participant: [Bird, Baby \(9228471\)](#) Date of Agreement: 02/01/2014

Agreement Type: Subsidized Guardianship Agreement Estimated End Date: 06/26/2029

Provider Name: [Smith, Granny \(9221665\)](#) Agreement Amount: \$495.00

County: Ashland

Successor Guardian 1: Successor Guardian 2:

Supplemental Rate

CANS Effective Date: 08/02/2013 Supplemental Points: 15 Supplemental Rate: \$120.00

Payment Information

Basic: \$375.00

Supplemental: \$120.00

☐ Exceptional: \$0.00

Payment Justification:

Options: Go Save Close

100%

A. Agreement Information

- Case Participant: Prefills with the child's name as a hyperlink (to Person Management).
- Date of Agreement: User entered date (Date of Subsidized Guardianship court hearing).
- Agreement Type: Defaults to Subsidized Guardianship Agreement.
- Estimated End Date: Prefills the date of the child's 18th birthday.
- Provider Name: Pre-fills the current provider's name as a hyperlink (to Provider Management).
- Agreement Amount: Prefills with the total of the Basic, Supplemental, and Exceptional amounts.

Note: There is a separate rate algorithm from CANS for foster care and subsidized guardianship. As a result, there may be a slight difference in the total Agreement Amount.

- County: Prefills County.
- Successor Guardian 1 & Successor Guardian 2: If named, enter in the appropriate field.

B. Supplemental Rate:

- Prefills information from the child's most recently approved CANS linked to the child's most recently approved placement.

Note: There is a separate rate algorithm from CANS for foster care and subsidized guardianship. As a result, there may be a slight difference in the supplemental points and supplemental rate.

C. Payment Information:

- Basic Rate: Prefills basic rate based on the age of the child at the time of the agreement.
- Supplemental: Prefills amount based on the most recently approved CANS.
- Exceptional: If applicable, select the Exceptional checkbox and enter an amount. Provide an explanation in the Payment Justification narrative box. Refer to policy for details on acceptable justifications.

Note: Supplemental and Exceptional amounts are only available if the provider listed on the agreement is a Level 2+.

4. Once all information is entered, select 'Subsidized Guardianship Agreement' from the Options drop-down and click Go to launch the template.

The screenshot shows a web application interface. At the top, there is a label 'Options:' followed by a dropdown menu currently displaying 'Subsidized Guardianship Agreement'. To the right of the dropdown is a blue 'Go' button. Below the dropdown, a list of options is visible: 'Actions', 'Approval', 'Text', and 'Subsidized Guardianship Agreement'. The 'Subsidized Guardianship Agreement' option is highlighted with a blue background and is circled in red. To the right of the dropdown list are two buttons: 'Save' and 'Close'. At the bottom right of the interface, there is a zoom level indicator showing '100%'.

- Most information prefills from the Subsidized Guardianship Agreement to the template. Once complete, print the template. Click Close and Return to eWiSACWIS to return to the Subsidized Guardianship Agreement page.

Subsidized Guardianship Agreement

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

The following agreement has been entered into by and between the county or the Wisconsin Department of Children and Families, Division of Safety and Permanence (hereinafter called the "department"), and **Smith, Granny** (hereinafter called the "guardian(s)"), for the purpose of facilitating the guardianship of **Baby Bird** (hereinafter called the "child"), born on **06/26/2011** and to aid the guardian(s) in providing proper care for the child.

☒ This document is the initial subsidized guardianship agreement. The guardian(s) agree that he / she / they intend to enter a guardianship for the child named above and have signed this document for the purposes of receiving subsidized guardianship payments and services for the child under Titles XIX and XX of the Social Security Act from the time of placement prior to being named as guardian(s) for the child.

☐ This document replaces the initial subsidized guardianship agreement signed. It represents a redetermination of the subsidized guardianship payment.

☐ This document is the initial subsidized guardianship agreement. The Order of the guardianship for the child named above has already occurred. The Department of Hearings and Appeals has ordered the agency or department to provide subsidized guardianship payments and services for the child under Titles XIX and XX of the Social Security Act from the date indicated on the Order. A copy of the Order issued by the Division of Hearings and Appeals is attached to this agreement.

☐ This document replaces the initial subsidized guardianship agreement. The establishment of the guardianship for the child named above has already occurred. The Division of Hearings and Appeals has ordered the agency or department to provide a subsidized guardianship payment other than the amount indicated on the original Subsidized Guardianship Agreement from the date indicated on the Order. A copy of the Order issued by the Division of Hearings and Appeals is attached to this agreement.

PROVISIONS OF AGREEMENT

I. Assistance

A. Monthly Subsidized Guardianship Payment

The amount of the monthly subsidized guardianship payment shall total \$ **495.00** per month.

The amount of this monthly subsidized guardianship payment is based on the needs of the child and the circumstances of the guardian(s) and has been determined by mutual agreement between the guardian(s) and county or the department. The amount of subsidized guardianship payment shall not exceed the foster care maintenance payment received by the guardian(s) for the month immediately preceding the month in which the guardianship order was granted if the child was in foster care in that month or shall not exceed the maintenance payment for the child if he / she was in a foster home in the state of Wisconsin. Adjustments in the monthly subsidized guardianship payment may be made with the concurrence of the guardian(s) based on the needs of the child, or changes in the maximum allowable monthly subsidized guardianship payment. Documentation of changes in the child's needs or family circumstances may be required. If it is determined by the agency or department that an overpayment has been made to the guardian(s), the department or agency shall have authority to collect the overpayment through a mutual agreement with the guardian(s). If this results in an unsuccessful collection, the county agency or department or county shall have authority to pursue other collection efforts.

B. Medical Care

- Medical benefits as provided under Title XIX of the Social Security Act (Medicaid) will be available to the child in accordance with the procedures of the state in which the child resides. The benefits provided through Medicaid will vary from state to state and are subject to change based on federal and state legislation. If the child is not eligible for Medicaid in the state of residence, Wisconsin will provide Medicaid.
- Medicaid provides benefits when other insurance does not provide coverage. Documentation of changes in health and other insurance may be required.

C. Nonrecurring Guardianship Expenses

- Next, send the agreement for supervisory approval by selecting 'Approval' from the Options drop-down and clicking Go. On the Approval History page, select the Approve radio button and click Continue to return to the Subsidized Guardianship Agreement page. Click Save to send for approval.

Note: Upon approval of the agreement, a Subsidized Guardianship service type for the provider (if open) will be automatically added. If the provider record is not open, the service will need to be manually added.

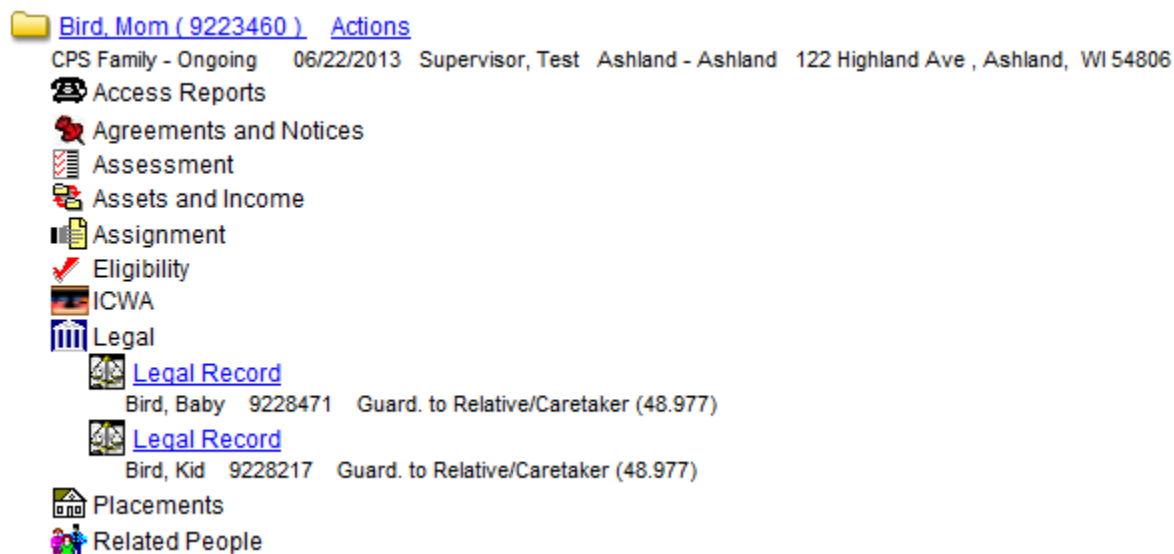
Note: Once the child is deactivated from the biological family case, an overnight process will use the agreement information to setup the effective date, provider, and payment amount in the Subsidized Guardianship case.

- Click Close on the Subsidized Guardianship Eligibility page to return to the desktop.
- When the desktop is refreshed, a [Subsidized Guardianship Agreement](#) hyperlink displays for the child under the Agreements and Notices section of the family case.

Creating a Legal Action Record for Subsidized Guardianship

1. From the desktop, open the child's Legal Record on the family case.

Note: See the Legal Record User Guide if a Legal Record needs to be created.



2. On the Legal Record page, click Create Legal Action.

The screenshot shows the 'Legal Record - Windows Internet Explorer' window. The browser title bar indicates the application is running in Internet Explorer. The page header includes the 'eWisACWIS UAT' logo and navigation links for Print, Spell Check, and Help.

General Information

Participant Name:	Bird, Baby	Person ID:	9228471	Participant DOB:	10/10/2002
Case Name:	Bird, Mom	Case ID:	9223460		

Legal Record

Legal Action: Subsidized Guardianship	Date: 02/01/2014	Edit	Create Legal Status
Legal Status Result	New Legal Status	Hearing Date	
Petition Granted	Guard. to Relative/Caretaker (48.977)	02/03/2014	Edit <small>Opens the Legal Status Copy</small>

Legal Documents

Legal Document Name	Role in the Document	Created	Approved

At the bottom of the window, there are four buttons: **Create Legal Action**, **Print Record**, **Save**, and **Close**.

3. On the Legal Action Copy page, click Create to open a new Legal Action.
4. On the Legal Action page, enter data in the required fields. Click Save when complete. Click Close to be returned to the Legal Record page.

Note: For Subsidized Guardianship case creation the Legal Action Initiated should be 'Subsidized Guardianship'.




The screenshot shows a web application window titled "Legal Action -- Webpage Dialog" with the "eWiSACWIS UAT" logo. The interface includes a menu bar with "Print", "Spell Check", and "Help" options. The form is divided into several sections: "General Information" with fields for "Case Participant" (Bird, Baby), "Worker" (Supervisor, Test), and a link for "ICWA qualified experts"; "Legal Action Details" with dropdowns for "Legal Action Initiated" (Subsidized Guardianship), "Court" (Circuit), "Judge" (Judge's Name), "Commissioner" (Commissioner's Name), "Court 2" (Ashland County Circuit Court, Ashland County), and "Branch" (1); "Court Number(s)" with a table for Year, Code, and Court Number, and an "Insert" button; "Legal Action Dates" with fields for "Legal Action Request / Referred to DA or Corp. Counsel" (02/01/2014), "Consult Occurred" (00/00/0000), "Follow-up Information Submitted" (00/00/0000), and "Filed" (00/00/0000), along with a checkbox for "Decision Made Not to File"; and "Additional Information" with a large text area. At the bottom, there is an "Options" dropdown, a "Go" button, and "Save" and "Close" buttons.

Year	Code	Court Number	
13	GU	123	Delete

Insert

Legal Action Dates	
Legal Action Request / Referred to DA or Corp. Counsel:	02/01/2014
Consult Occurred:	00/00/0000 <input type="checkbox"/> Decision Made Not to File
Follow-up Information Submitted:	00/00/0000
Filed:	00/00/0000

- On the Legal Record page, click the [Create Legal Status](#) hyperlink next to the Subsidized Guardianship Legal Action to open the Legal Status Copy page.

eWiSACWIS UAT Print  Spell Check  Help 

General Information

Participant Name:	Bird, Baby	Person ID:	9228471	Participant DOB:	06/26/2011
Case Name:	Bird, Mom	Case ID:	9223460		

Legal Record




Legal Action: Subsidized Guardianship	Date: 02/01/2014	Edit	Create Legal Status
Legal Status Result	New Legal Status	Hearing Date	Opens the Legal Status Copy

Legal Documents

Legal Document Name	Role in the Document	Created	Approved

[Create Legal Action](#) [Print Record](#) [Save](#) [Close](#)

- On the Legal Status Copy page, click Create.

Legal Status Copy -- Webpage Dialog Print  Spell Check  Help 

Case Information

Case Participant:	Bird, Baby	Person ID:	9228471
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Legal Status Selection

Legal Action Initiated	Result	New Legal Status	Hearing Date	Participant	
Subsidized Guardianship	Petition Granted	Guard. to Relative/Caretaker (48.977)	06/13/2012	Bird, Kid	Copy

[Create](#) [Close](#)

- Enter the required fields. For Subsidized Guardianship case creation, the child's legal status record on the biological family case must have a legal status record that has a) Legal Action as 'Subsidized Guardianship,' b) New Legal Status as 'Guard. To Relative/Caretaker (48.977),' and c) Result as 'Petition Granted.' Click Save when completed. Click Close to return to the Legal Record page.

Legal Status -- Webpage Dialog

eWiSACWIS UAT Print Spell Check Help

Case Participant
 Name: Bird, Baby Previous Legal Status: None

Court Outcome
 Legal Action: Subsidized Guardianship Result: Petition Granted
 Applies To: Child Court: Circuit
 Judge: Judge's Name Court 2: Ashland County Circuit Court, Ashland County
 Commissioner: Commissioner's Name Branch: 1
 Tribal Contact:
 New Legal Status: Guard. to Relative/Caretaker (48.977) ☐ Protective Custody ☐ Under Appeal

Initial Removal Court Findings
☐ CTW finding made (Continued placement of the child in his or her home would be contrary to the welfare of the child.)
☐ REPR finding made (Reasonable efforts finding to prevent the removal of the child from the home were made.)

Court Numbers
 13GU123

Legal Status Dates

	Date	Verified?
Hearing/Legal Status Date:	02/03/2014	<input checked="" type="checkbox"/>
Date Filed/Served:	00/00/0000	<input type="checkbox"/>
Order Expiration Date:	00/00/0000	<input type="checkbox"/>

	Date	Verified?
Next Court Date:	00/00/0000	<input type="checkbox"/>
Court Report Due:	00/00/0000	<input type="checkbox"/>
Court Report Submitted:	00/00/0000	<input type="checkbox"/>

Save Close

- The Legal Record entry is now complete.

Legal Record - Windows Internet Explorer

eWiSACWIS UAT Print Spell Check Help

General Information
 Participant Name: Bird, Baby Person ID: 9228471 Participant DOB: 06/26/2011
 Case Name: Bird, Baby Case ID: 9223840

Legal Record


Legal Action	Date	Edit	Create Legal Status
Subsidized Guardianship	02/01/2014		

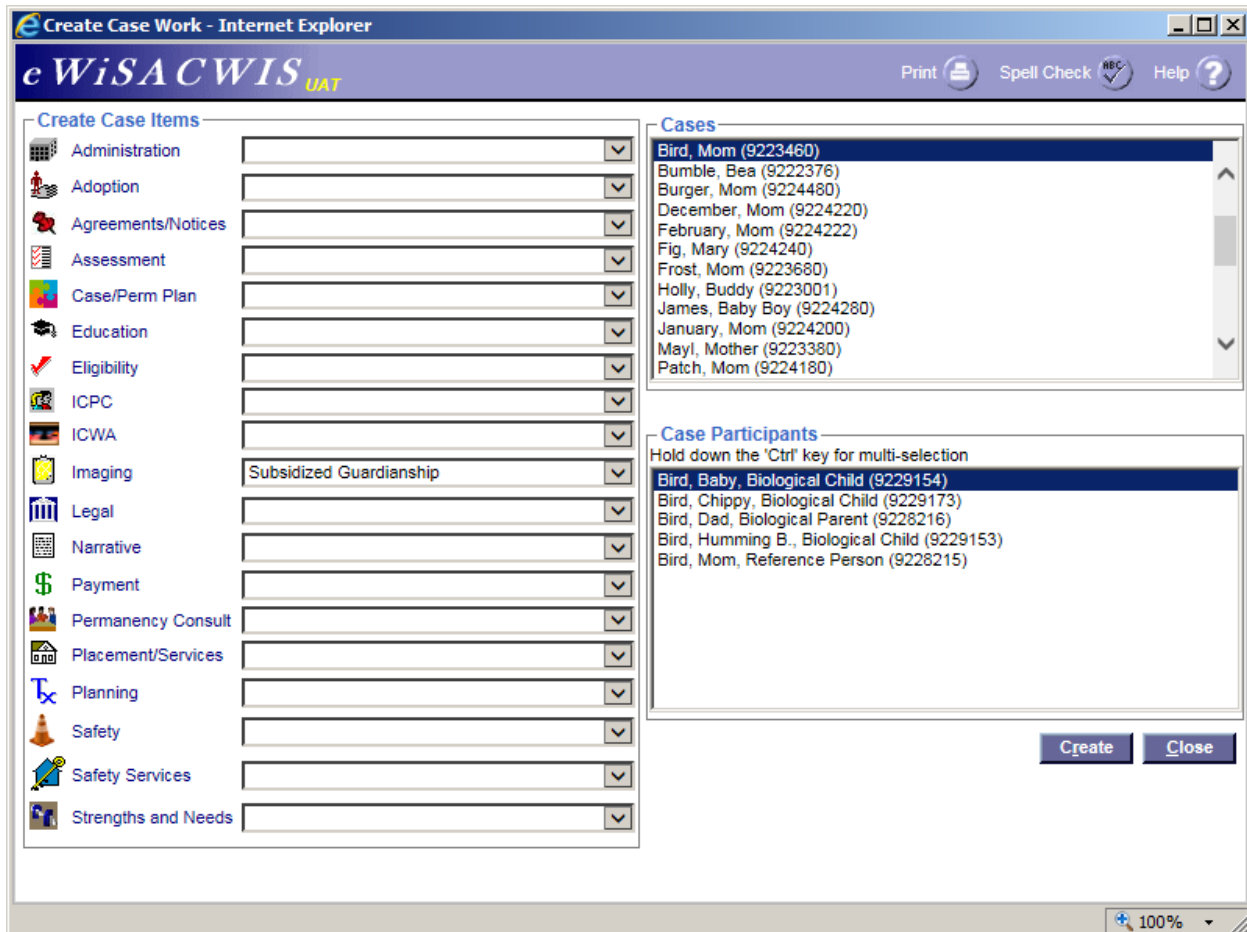
Legal Status Result	New Legal Status	Hearing Date	Edit
Petition Granted	Guard. to Relative/Caretaker (48.977)	02/03/2014	

- Click Close on the Legal Record page to return to the desktop.

Creating Imaging Records for Subsidized Guardianship

Note: The Imaging page can also be accessed via the desktop Menu>Utilities> Imaging Search page, which does not require an assignment to the case.

1. From the desktop, select Create > Case Work or click the Case Work button  to open the Create Case Work page.
2. On the Create Case Work page, select 'Subsidized Guardianship' from the Imaging drop-down. Select the Case and Participant. Click Create to open the Imaging page.



3. There are 5 required Subsidized Guardianship documents: BadgerCare+/Medicaid Health Insurance Form (F-10115), Guardianship Order, Initial Court Order, Most Recent Court Order, and Signed Subsidized Guardianship Agreement (DCF-F-CFS2365-E).

Note: For Subsidized Guardianship, the BadgerCare+/Medicaid Health Insurance Form (F-10115), Guardianship Order, and Signed Subsidized Guardianship Agreement (DCF-F-CFS2365-E) imaging records must be created with a Date of Document that falls within the past 6 months prior to deactivating the child to create the Subsidized Guardianship case.

eImaging - Windows Internet Explorer

eWiSACWIS UAT Print Spell Check Help

Case Details
Case: Bird, Mom (9223460) Worker: Test Supervisor

Image Details
Date of Document: 01/01/2014
Category: Subsidized Guardianship
Type:
File Name:
Comments:
Last Updated By:
Participants:
Bird, Baby (Bio Child)
Bird, Dad (Bio Parent)
Bird, Kid (SG)
Bird, Mom (Reference Person)
Hold down the 'Ctrl' key for multi-selection
Delete
Create Save Close

- Agreements and Notices
- [Images \(5\)](#)
- [Subsidized Guardianship - BadgerCare+/MedicaidHealthIns \(F-10115\)](#) (Details)
01/01/2014 Bird, Baby
 - [Subsidized Guardianship - Guardianship Order](#) (Details)
01/01/2014 Bird, Baby
 - [Subsidized Guardianship - Initial Court Order](#) (Details)
01/01/2014 Bird, Baby
 - [Subsidized Guardianship - Most Recent Court Order](#) (Details)
01/01/2014 Bird, Baby
 - [Subsidized Guardianship - Signed SG Agreement \(DCF-F-CFS2365-E\)](#) (Details)
01/03/2014 Bird, Baby

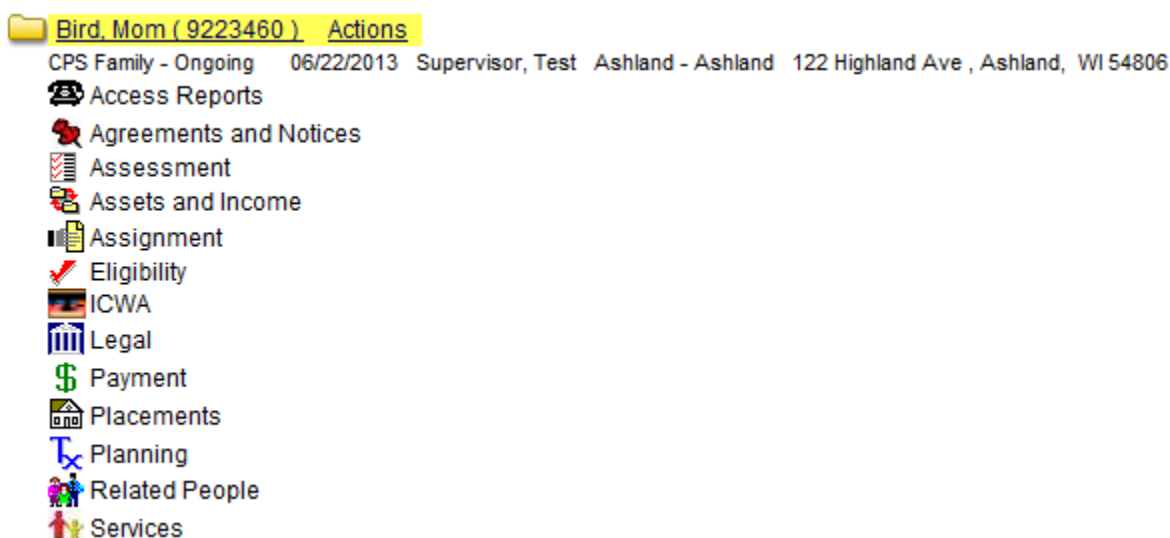
Deactivating a Child Due to Subsidized Guardianship



IMPORTANT: DO NOT close the Out of Home Placement under the family case as this will prevent deactivation and not allow the Subsidized Guardianship case to be created. Overnight processing closes the Out of Home Placement.

Note: In the event that the child is currently residing in another state or is moving out of state, cancel the Medicaid Eligibility Certification **prior to deactivating** the child for Subsidized Guardianship. Contact the WI Medicaid Specialist at (866) 666-5532 to coordinate benefits in that state.

1. From the desktop, click the family case name hyperlink to open the Maintain Case page.



- Click the [DeAct](#) hyperlink for the child to be deactivated to open the Participant Status pop-up page.

Maintain Case - ID: 9223460 - Windows Internet Explorer

eWiSACWIS UAT Print Spell Check ABC Help ?

Case: 9223460

Name: Bird, Mom Case Type: CPS Family - Ongoing Status: Open 09/10/2009

County: Ashland Site/Region: Ashland - Ashland W-2 Region: SE

CARES Case #: County Case #: ☐ Restricted Des Designation: [Select Program](#)

Participants Address Collaterals Closing/Merge History

Active Participants

Name	Person Type	Rsp	Hshld	DOB	Gndr	Relationship	Legal	Prg	
Bird, Baby (9228471)	CPS	<input checked="" type="checkbox"/>	Y	06/26/2011	M	Biological Child	Guard to Relative/ (48.977)	N	DeAct Rem
Bird, Dad (9228216)	None	<input checked="" type="checkbox"/>	Y	01/01/1981	M	Biological Parent	N/A	N	DeAct Rem
Bird, Mom (9228215)	None	<input checked="" type="checkbox"/>	Y	10/10/1980	F	Reference Person	N/A	N	DeAct Rem

Number of Household Members: 3 Insert

Inactive Participants

Options: Go Save Close

100%

- On the Participant Status pop-page, select 'Subsidized Guardianship' from the Reason drop-down. The Effective Date field will populate with the Hearing/Legal Status Date field entered on the Legal Status page. The date can be modified, but cannot be prior to the Hearing/Legal Status Date.

Note: The Effective Date will be the Begin Date for the Subsidized Guardianship Service created by overnight eWiSACWIS processing.

Participant Status -- Webpage Dialog

Participant Status

Action Requested: DeActivate
Name: Bird, Baby
Worker: Test Supervisor
Reason: Subsidized Guardianship
Date: 02/18/2014
Effective Date: 02/03/2014

New SG Case

Case Type: Subsidized Guardianship
County: Ashland
Site/Region: Ashland - Ashland

Participant History

Status	Effective Date	Reason	Worker
--------	----------------	--------	--------

Save **Close**

- In the New SG Case group box, the Case Type, County, and Site/Region pre-fill from the Maintain Case page. Verify information is correct and click Save.
- Once Save is clicked for the deactivation, the following pop-up message appears. Click Yes to continue to deactivate.

eWiSACWIS -- Webpage Dialog

De-activation of Participant with reason 'Subsidized Guardianship' will result in the creation of a new Case. Continue?

Yes **No**

- Clicking Yes runs a series of checks to make sure required work is completed and approved, no errors exist, the provider is open with an SG Service, etc. If any information is incomplete, an error message displays. Correct the errors to deactivate the child.



- If no errors exist, clicking Yes will automatically create a new Subsidized Guardianship case for the child and immediately open the Maintain Case page. This process also automatically creates case assignment for the worker* who deactivated the child. Click Close to return to the desktop.

* Milwaukee Only: assignment is made to the State Subsidized Guardianship Default Worker.

Maintain Case -- Webpage Dialog

eWiSACWIS UAT Print Spell Check Help

Case: 9223840

Name: Bird, Baby Case Type: Subsidized Guardianship Status: Open 02/03/2014

County: Ashland Site/Region: Ashland - Ashland

CARES Case #: County Case #: ☐ Restricted Designation: [Select Program](#)

Participants **Address** **Collaterals** **Closing/Merge History**

Active Participants

Name	Person Type	Rsp	Hshld	DOB	Gndr	Relationship	Legal	Prg	
Bird, Baby (9228471)	CPS, SG	<input checked="" type="checkbox"/>	U	06/26/2011	M	Reference Person	N/A	N	DeAct Rem

Number of Household Members: 0 **Insert**

Inactive Participants

Options: **Go** **Save** **Close**

8. The deactivated child is now listed under the Inactive Participants on the family case.

Maintain Case - ID: 9223460 - Windows Internet Explorer

eWiSACWIS UAT

Print Spell Check Help

Case: 9223460

Name: Bird, Mom Case Type: CPS Family - Ongoing Status: Open 06/22/2013

County: Ashland Site/Region: Ashland - Ashland

CARES Case #: County Case #: ☐ Restricted Designation: [Select Program](#)

Participants Address Collaterals Closing/Merge History

Number of Household Members: 2 [Insert](#)

Inactive Participants

Inactive Participants

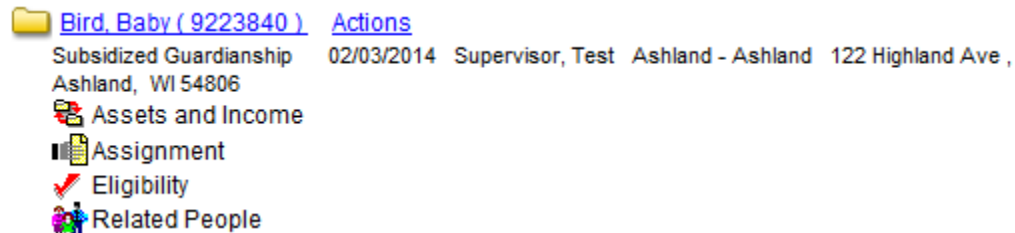
Name	Person Type	Hshld	DOB	Gndr	Relationship	Legal	Prg
Bird, Baby (9228471)	CPS, SG	N	06/26/2011	M	Biological Child	Guard. to Relative/ (48.977) Guard.	N (SG)

Options: [Go](#) [Save](#) [Close](#)

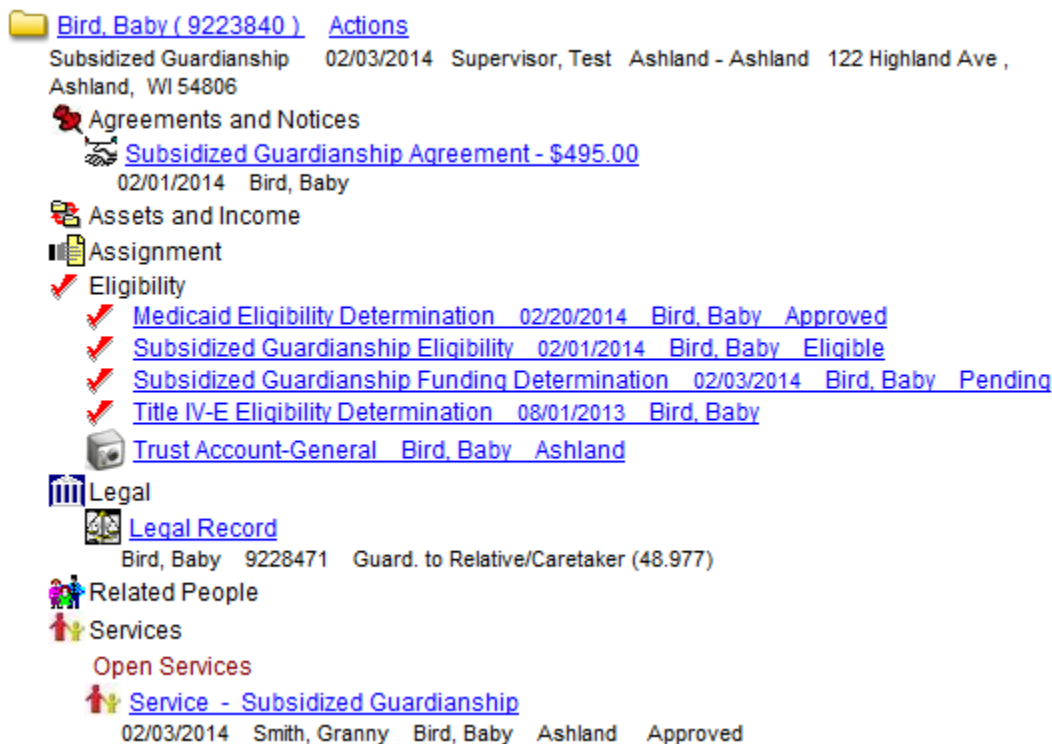
100%

9. While the Subsidized Guardianship case is created immediately after deactivation, information specific to the child does not copy over from the family case until eWiSACWIS overnight processing occurs. This processing also ends the Out of Home Placement in the biological family case and creates a Subsidized Guardianship Service in the Subsidized Guardianship case.

Prior to overnight processing, access the Subsidized Guardianship case by refreshing the desktop and going to the new Subsidized Guardianship case.



After overnight processing, information is populated in the Subsidized Guardianship case.



After the Subsidized Guardianship Case is Created

Subsidized Guardianship Continued Eligibility and Related Notices and Decisions

After the Subsidized Guardianship case has been created, it is important to retain primary assignment* to the case in order to receive case ticklers related to continued eligibility. See the Subsidized Guardianship Continued Eligibility and Related Notices and Decisions user guide for more information.

* Milwaukee Only: primary assignment is made to the State Subsidized Guardianship Default Worker.

Subsidized Guardianship Amended Agreement

Guardians are eligible to request a Subsidized Guardianship Amended Agreement as early as 12 months after the initial agreement. See the Subsidized Guardianship Amended Agreement user guide for more information.

Reopening a Subsidized Guardianship Agreement Ended in Error

Subsidized Guardianship Agreements ended in error may be reopened after termination. See the Reopening a Subsidized Guardianship Agreement Ended in Error user guide for more information.